



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

24 July 2008

FROM: CAP/CC

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

SUBJECT: VOLUNTEER ADVISOR POSITIONS

1. We are once again soliciting your help in publicizing a call for qualified volunteer applicants to fill two volunteer positions. The position of Operations Advisor became vacant when Col Joe Vazquez accepted the position of Middle East Region Commander. We also recognized the need to establish a Glider Team Leader position to specifically work issues affecting Civil Air Patrol's glider program.
2. The Operations Advisor reports to the Senior Advisor for Operations and a copy of the job description is attached. Individuals wishing to apply for this position must meet the following minimum criteria:
 - Strong communication skills, both written and verbal
 - Ability to provide solutions to potential, existing, or emerging problems and opportunities relating to CAP Operations and ES specialties
 - Ability to initiate projects and follow through to a successful implementation
 - Possess strong team building skills
 - Good organizational and management skills
 - Two years command or staff experience at the Wing, Region or National level
 - Hold the grade of Lt Col or above (former National Board member preferred)
3. The Glider Team Leader also reports to the Senior Advisor for Operations and the job description is attached. Individuals applying for this position must meet the following minimum criteria:
 - FAA Qualified CFIG
 - CAP designated Glider Check Pilot for at least three years
 - Two years command or staff experience at the Wing, Region or National level
 - Hold the grade of Lt Col or above (former National Board member preferred)
4. Individuals applying for the either position should complete the attached application form. Members must forward a copy of their application to each level in the chain of command at the same time their original is forwarded to National Headquarters/DP. The selection process previously established will be followed and all applications will be reviewed by the volunteer leadership as well as the National Headquarters leadership with the final selection made by the National Commander. Ms Susan Parker at National Headquarters is the point of contact for applications and can be reached at 877-227-9142, extension 212, by email at sparker@cap.gov or by fax at 334-953-4262.

5. Please give this announcement the widest possible publication so any member interested in applying has the opportunity to do so. Members applying for this position must have their application received at National Headquarters by 24 August 2008.

A handwritten signature in black ink, reading "Amy Courter". The signature is fluid and cursive, with the first name "Amy" and last name "Courter" clearly distinguishable.

AMY S. COURTER
Brigadier General, CAP
Interim National Commander

3 Attachments

1. Application Form
2. Ops Advisor Job Description
3. Glider Team Leader Job Description

**ADVISOR/TEAM LEADER
APPLICATION FORM**

NAME:

CAPID:

GRADE:

UNIT OF ASSIGNMENT:

WING:

REGION:

CURRENT DUTY ASSIGNMENT:

POSITION APPLYING FOR: *(May select up to three positions, please list in priority order.)*

1.

2.

3.

CAP ACCOMPLISHMENTS: *(List all experience, accomplishments or training that you feel qualifies you for the position. Do not forget to include a summary of your command/staff experience at the Wing, Region, or National level. NO MORE THAN ONE additional sheet may be attached if more room is needed.)*

OTHER ACCOMPLISHMENTS: *(You may list any other experience, accomplishments, or training you choose.)*

Signature:

Date:

*For NHQ Use Only
Date Received:*

National Staff Job Description

OPERATIONS ADVISOR

1. Reports directly to the Senior Advisor - Operations to inform the National Leadership of progress toward achievement of goals, objectives, notable accomplishments, problem areas, and other matters of interest.
2. Assist the National Leadership with the planning and successful implementation of their goals and vision, as it relates to all aspects of Operations, Emergency Services, and associated functions with a special emphasis on the safety of the CAP membership.
3. Liaise between the NHQ staff, Senior Advisor for Operations, Region Directors of Operations and assigned Team Leaders to ensure that all operational issues are fully coordinated from the inception, through the implementation phases.
4. Coordinate and determine priorities for all activities of subordinate Team Leaders.
5. Develop and monitor all reporting procedures to keep the National Leadership informed on the progress and status of all Operational issues being worked by the National Operations Section.
6. Work in cooperation with all Region and Wing Operations, Emergency Services, and related functional areas.
7. Provide supervision, including positive feedback and corrective actions to subordinates in a timely, respectful fashion.
8. Identify and provide solutions to potential, existing, or emerging problems and opportunities relating to operational and associated issues.
9. Maintain operational readiness in at least one CAP Emergency Services Specialty Ratings IAW CAPR 60-3.
10. Promote a strong safety and Operational Risk Management program within CAP.

National Staff Job Description

TEAM LEADER – GLIDER PROGRAM

1. Reports directly to the Senior Advisor - Operations to inform the National Leadership of progress toward achievement of goals, objectives, notable accomplishments, problem areas, and other matters of interest.
2. Assist the National Leadership with the planning and successful implementation of their goals and vision, as it relates to all aspects of the CAP Glider Program and associated functions with a special emphasis on the safety of the CAP membership.
3. Liaise between the NHQ staff, National Operations Advisor, Region Glider Program Officers and assigned Team members to ensure all issues related to gliders are fully coordinated beginning with the development, through the implementation phases.
4. Coordinate and determine priorities for all activities of Team members assigned to the National Glider team.
5. Work in cooperation with all Region and Wing counter parts to leverage joint activities and develop standardized glider operations procedures.
6. Provide supervision, including positive feedback and corrective actions to subordinates in a timely, respectful fashion.
7. Identify and provide solutions to potential, existing, or emerging problems and opportunities relating to operational and associated issues.
8. Promote a strong safety and Operational Risk Management program within CAP.

The following minimum requirements for the Glider Program Team Leader position are:

1. FAA Qualified CFIG
2. Have been a CAP Designated Glider Check Pilot for at least 3 years